



POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient
www.caoginc.org

POSITION/TITLE: Early Head Start Toddler Teacher

POSITION LOCATION: Medina

PAY/HOURS: Monday - Friday
8:00 am - 4:30 pm
40 hours per week
52 weeks per year

QUESTIONS OR RESUME TO:

Human Resources & Payroll Administrator
409 East State Street
Albion, NY 14411
HR@caoginc.org 589-5605

RESPOND BY April 30, 2021

Note: Internal Candidates may respond with a letter of interest.

MAJOR RESPONSIBILITIES

- Plans and provides high quality care giving services, education and referrals to children (18-36 months) and families through classroom and home visiting services.
- Interacts with parents and supports their role as their children's primary teachers.
- Maintains accurate screening, ongoing assessment, classroom, educational and family contact records and prepares reports at direction of program Leadership Team
- Work cooperatively with teaching partner, family advocate and other site staff

REQUIRED MINIMUM QUALIFICATIONS

- Infant and Toddler Child Development Associate (CDA) credential or comparable credential, with training or coursework in early childhood development with a focus on infant and toddler development.
- Two years' experience related to caring for children, one of which must be related to caring for infants or toddlers.
- Ability to read and write commensurate with required duties.
- Ability to pass NYS physical for day care licensing requirements.
- Clearance through NYS Central Registry for Child Abuse, NYS Justice System for the Protection of People with Special Needs, and Dept. of Justice fingerprinting.
- Vehicle required; valid driver's license with acceptable record and proof of minimum insurance according to agency policies.

DESIRED QUALIFICATIONS

- Two years' experience related to caring for infants and toddlers
- Experience with Heat Start, Creative Curriculum for Infants, Toddlers & Twos, Teaching Strategies Gold assessment and/or NYS licensed child care.